

STATEMENT OF WORK
For
Middle School Youth Ministry Coordinator

1. **Description of Services.** This statement of work defines the contractor requirements, government responsibilities, reporting, and control requirements for the Fort Campbell Middle School Youth Ministry Coordinator.

The Youth Ministry Coordinator will coordinate and provide ministry for middle school age youth, in the Fort Campbell community. Contractor services include providing a community wide youth religious program and supporting specific youth ministry needs that the Fort Campbell unit ministry team and volunteers cannot provide. The coordinator will articulate and develop promotional campaigns and activities and maintain records of supplies, materials and attendance (to include youth and volunteers). The major scope of work will focus on programming, developing and implementing activities for the middle school portion of the Fort Campbell's Protestant Youth of the Chapel (PYOC) as part of the installation religious support program. The High School Youth Ministry Coordinator will have oversight for post-wide youth ministry events that include activities of the Middle School Youth along with the High School Youth. The Middle School Youth Ministry Coordinator will assist the High School Youth Ministry Coordinator in these joint events.

1.1. **Requirements.** The contractor will be a nationally recognized and reputable youth ministry organization. The contractor will provide an on-site coordinator to meet the requirements of this contract. The contractor will provide all training necessary for the coordinator to work in military communities in the dedicated area of youth ministry. The coordinator will perform in accordance with the performance work statement, be solely dedicated to this effort in a full time capacity, be responsible for the overall management and coordination of this contract, and will be the primary point of contact with the Government.

1.2 The basis for awarding the contract is meeting the requirements herein and approval from the Installation Chaplain following an interview with the prospective youth ministry coordinator. The Installation Chaplain reserves the right to personally assess the qualifications and personal ability of the youth ministry coordinator and approve or disapprove the awarding of this contract.

1.3. In the temporary absence of the coordinator, the contractor will identify to the Government the individual assuming the duties of the coordinator. Such individual will meet the minimum qualifications set for the coordinator.

1.4. The coordinator will have specific training in youth work with a minimum of two years experience in youth ministry. A baccalaureate degree is required. Seminary education is highly desirable.

1.5. Contractor will maintain records of the coordinator's qualifications and provide periodic update, training in appropriate subjects related to the contracted services for the coordinator. The government may inspect these records at any time.

1.6. The Installation Chaplain may require the Contractor to remove personnel working under the contract for reasons of misconduct, security violations, or suspicion of being under the influence of drugs, alcohol or any incapacitating agent. Contractor employees will be subject to dismissal from the premises upon determination by the Contracting Officer that such action is necessary in the interest of the government. The Installation Commander has the authority under 10 U.S.C. 1382 to bar individuals from the installation. Removal from the site or dismissal from the premises of Coordinator personnel will not relieve the Contractor of the requirement to perform services as required by this work statement.

1.7. Background checks will be done by the Army for DoD personnel that volunteer and there will be no cost to the contractor. Any background checks done on the contractor and the contractor's employees/staff are the contractor's responsibility and the contractor will not be paid additional funds for performing these requirements.

2. **Specific Tasks.** While the specific tasks are directly assigned to the on-site coordinator, the contractor has overall responsibility for ensuring accomplishment. All programs and activities will be ecumenical, nondenominational, and inclusive of all Christian traditions. Coordinator will:

2.1. Develop, coordinate, and conduct weekly club meetings for Middle School youth.

2.2. Conduct weekly Bible studies designed to develop personal spiritual growth.

2.3. Meet weekly with Director of Religious Education and/or Installation Chaplain and submit monthly reports of significant activities, proposed events, and youth group demographics.

2.4. Make monthly contacts with students during normal activities to strengthen relationships. Contacts each month will include repeat contacts with students previously contacted and new contacts with students not contacted before.

2.5. Recruit, develop, train, and maintain adult volunteers of the Fort Campbell community to work with the community wide youth ministry program. Coordinator will meet with adult volunteers at least monthly.

2.6. Conduct four retreats per year. One to three will be 2-3 day weekend retreats and one to three will be 4-5 days retreats during the week, for a total of four retreats per year.

2.7. Provide two, day-long activities for fun, fellowship, and sharing for youth per year.

2.8. Conduct one service project per year coordinated with and approved by the Installation Chaplain. The service project is an outreach program to assist less fortunate people throughout the world.

2.9. Conduct publicity for all youth ministry events by publishing a monthly newsletter and by using other forms of publicity as needed and available in the Fort Campbell community.

2.10. Conduct two fellowship events for youth and their families for 4-8 hours of family fun and fellowship to build relationships and spiritual fitness.

2.11. Make appropriate referral to helping agencies when resource/counseling is beyond the experience of the coordinator.

2.12. Coordinator will be responsible for submitting invoices for the previous month's contract services to the chaplaincy resources manager, Bldg. 3101, no later than the 10th working day of the month. The coordinator must have the Director of Religious Education sign the invoice, verifying the accuracy of the invoice, before submitting to the chaplaincy resources manager.

3. **Requirement Summary.** Coordinator will perform all services within the guidelines of Army Regulations and Directives, and the Installation Chaplain's Policy Statements.

4. **Government Furnished Property and Utilities.** The Government will provide facilities, administrative support, and other materials necessary to implement the program, including but not limited to:

4.1. Facilities for appropriate administrative, planning, and group activities.

4.2. Storage facilities for storage of Government-provided, coordinator-managed teaching materials and supplies.

4.3. Equipment to include overhead projector, television, VCR, use of copy machine, computer and Software support.

4.4. Supplies to include paper products for publicity, flip charts, markers, refreshments for events, and fuel for transportation.

4.5. Limited use of Transportation Motor Pool (TMP) vehicles for the transportation of youth for specified events. Requests will be made through the Installation Chaplain's Office. All requests are subject to approval of the Installation Chaplain and dependent upon availability of vehicles and authorized drivers.

4.6. Limited nonappropriated funds through the Fort Campbell Chapel Tithes and Offerings Fund (CTOF) in support of youth participating in specific activities. The Installation Chaplain in accordance with the CTOF Standing Operating Procedures (SOP) will make such funds available.

4.7. Contractor-Furnished Items. The contractor may furnish materials other than that specified as furnished by the Government in paragraph 4. Contractor provides for own transportation. The government will not reimbursable these expenses.

OFFER SCHEDULE

UNIT OF	UNIT	TOTAL
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<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>ISSUE</u>	<u>PRICE</u>	<u>PRICE</u>
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BASE PERIOD: 1October 2004 through 30 September 2005

0001 Middle School Youth Ministry Coordinator

0001AA	Conduct Weekly Club Meetings	52	EA	_____	_____
0001AB	Conduct Bible Studies	52	EA	_____	_____
0001AC	Coordinate Weekly	52	WK	_____	_____
0001AD	Contact Students	12	MO	_____	_____
0001AE	Coordinate and Train Adult Volunteers	12	MO	_____	_____
0001AF	Conduct Retreats	4	EA	_____	_____
0001AG	Conduct Fellowship Activities	2	EA	_____	_____
0001AH	Conduct Service Project	1	EA	_____	_____
0001AJ	Conduct Family Fellowship Event	2	EA	_____	_____
0001AK	Publish Monthly Newsletters	12	MO	_____	_____

FIRST OPTION PERIOD: 1 October 2005 through 30 September 2006

1001 Middle School Youth Ministry Coordinator

1001AA	Conduct Weekly Club Meetings	52	EA	_____	_____
1001AB	Conduct Bible Studies	52	EA	_____	_____
1001AC	Coordinate Weekly	52	WK	_____	_____
1001AD	Contact Students	12	MO	_____	_____
1001AE	Coordinate and Train Adult Volunteers	12	MO	_____	_____
1001AF	Conduct Retreats	4	EA	_____	_____
1001AG	Conduct Fellowship Activities	2	EA	_____	_____
1001AH	Conduct Service Project	1	EA	_____	_____
1001AJ	Conduct Family Fellowship Event	2	EA	_____	_____
1001AK	Publish Monthly Newsletters	12	MO	_____	_____

SECOND OPTION PERIOD: 1 October 2006 through 30 September 2007

2001 Middle School Youth Ministry Coordinator

2001AA	Conduct Weekly Club Meetings	52	EA	_____	_____
2001AB	Conduct Bible Studies	52	EA	_____	_____
2001AC	Coordinate Weekly	52	WK	_____	_____
2001AD	Contact Students	12	MO	_____	_____
2001AE	Coordinate and Train Adult Volunteers	12	MO	_____	_____
2001AF	Conduct Retreats	4	EA	_____	_____
2001AG	Conduct Fellowship Activities	2	EA	_____	_____
2001AH	Conduct Service Project	1	EA	_____	_____
2001AJ	Conduct Family Fellowship Event	2	EA	_____	_____
2001AK	Publish Monthly Newsletters	12	MO	_____	_____

THIRD OPTION PERIOD: 1 October 2007 through 30 September 2008

3001 Middle School Youth Ministry Coordinator

3001AA	Conduct Weekly Club Meetings	52	EA	_____	_____
3001AB	Conduct Bible Studies	52	EA	_____	_____
3001AC	Coordinate Weekly	52	WK	_____	_____
3001AD	Contact Students	12	MO	_____	_____
3001AE	Coordinate and Train Adult Volunteers	12	MO	_____	_____
3001AF	Conduct Retreats	4	EA	_____	_____
3001AG	Conduct Fellowship Activities	2	EA	_____	_____
3001AH	Conduct Service Project	1	EA	_____	_____
3001AJ	Conduct Family Fellowship Event	2	EA	_____	_____
3001AK	Publish Monthly Newsletters	12	MO	_____	_____

FOURTH OPTION PERIOD: 1 October 2008 through 30 September 2000

4001 Middle School Youth Ministry Coordinator

4001AA	Conduct Weekly Club Meetings	52	EA	_____	_____
4001AB	Conduct Bible Studies	52	EA	_____	_____
4001AC	Coordinate Weekly	52	WK	_____	_____
4001AD	Contact Students	12	MO	_____	_____
4001AE	Coordinate and Train Adult Volunteers	12	MO	_____	_____
4001AF	Conduct Retreats	4	EA	_____	_____
4001AG	Conduct Fellowship Activities	2	EA	_____	_____
4001AH	Conduct Service Project	1	EA	_____	_____
4001AJ	Conduct Family Fellowship Event	2	EA	_____	_____
4001AK	Publish Monthly Newsletters	12	MO	_____	_____
TOTAL FOR CLINS 0001 THROUGH 4001, BASE AND FOUR (4) OPITON PERIODS				_____	_____